



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Bill Pease • Vice-President – Robert Leete • Director – Kevin Graves • Director – Mark Simon • Director – Chris Steele

## MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY

Wednesday February 3, 2016  
REGULAR MEETING 7:00 P.M.

Community Center  
1601 Discovery Bay Boulevard, Discovery Bay, California  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)

### REGULAR MEETING 7:00 P.M.

#### A. ROLL CALL AND PLEDGE OF ALLEGIANCE

Call business meeting to order – 7:00 p.m. by President Pease  
Pledge of Allegiance – Led by Vice President Leete  
Roll Call – All Present

#### B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

None

#### C. AREA AGENCIES REPORTS / PRESENTATION

##### 1 Sheriff's Office Report

**Crime Prevention Specialist Fontenot** – Provided the law enforcement report for the month of December. There was discussion between the Crime Prevention Specialist Fontenot and the Board.

##### 2. CHP Report – No Report

##### 3. East Contra Costa Fire Protection District Report – No Report

##### 4. Supervisor Mary Piepho, District III Report – No Report

#### D. COMMITTEE/LIAISON REPORTS

##### 1. Trans-Plan Report – No Report

##### 2. County Planning Commission Report – No Report

##### 3. Code Enforcement Report – Vice President Leete provided the report from the Code Enforcement meeting

##### 4. Special Districts Report\*\* – No Report

\*\*These meetings are held Quarterly

#### E. PRESENTATIONS

##### 1. Capital Improvement Program Update

**General Manager Howard** – Reported that this presentation will be on the March 2, 2016 Agenda

#### F. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

##### 1. Approval of DRAFT minutes of regular meeting for January 20, 2016

##### 2. Approve Register of District Invoices

##### 3. Approve and Adopt Resolution No. 2016-04 Allowing Preliminary Project Expenditures to be Reimbursed from Bond Monies

##### 4. Adoption of Resolution No. 2016-02 Amending Town of Discovery Bay Employee Personnel Policy Manual

Item F-4 was removed from the Agenda and no action was taken

**Motion by:** Director Graves to approve the Consent Calendar

**Second by:** Vice President Leete

**Vote:** Motion Carried – AYES: 5 – President Pease, Vice-President Leete, Director Graves, Director Steele, Director Simon NOES: 0, ABSENT: 0

**G. BUSINESS AND ACTION ITEMS**

1. General Manager's Contract- Rick Howard

**Legal Counsel Attebery** – provided details of item G-1.

**Motion by:** Director Chris Steele to approve revision of General Manager Rick Howard's contract.

**Second by:** Director Graves

**Vote:** Motion Carried – AYES: 5 – President Pease, Vice-President Leete, Director Graves, Director Simon, Director Steele NOES: 0, ABSENT: 0

2. Interim General Manager Contract

**Legal Counsel Attebery** – provided details of item G-2.

**Motion by:** Director Graves to approve Interim General Manager contract.

**Second by:** Director Simon

**Vote:** Motion Carried – AYES: 5 – President Pease, Vice-President Leete, Director Graves, Director Simon, Director Steele NOES: 0, ABSENT: 0

3. Approve and Adopt Resolution No. 2016-XX Implementation of Fees associated with the disposal of septic to the Town's wastewater system

**General Manager Howard** – provided details of Item G-3 to the Board. There was discussion between the General Manager, Water/Wastewater Manager Koehne and the Board.

**Motion by:** Director Graves to adopt Resolution 2016-04 Establishing Fees for the Disposal of Septic Waste Materials into the Town's Wastewater System for Commercial and Industrial Waste Haulers.

**Second by:** Director Steele

**Vote:** Motion Carried – AYES: 4 – President Pease, Vice-President Leete, Director Graves, Director Steele NOES: 1 - Director Simon, ABSENT: 0

4. Agency Comment Request – Land Use Permit Application – LP 16-2001

**General Manager Howard** – provided details of Item G-4 to the Board. There was discussion between the Board and General Manager.

5. 2016 Parks and Recreation Event Calendar

**General Manager Howard** – provided details of Item G-4 to the Board.

**Motion by:** Director Steele to approve the 2016 Parks and Recreation Event Calendar.

**Second by:** Director Simon

**Vote:** Motion Carried – AYES: 5 – President Pease, Vice-President Leete, Director Graves, Director Simon, Director Steele NOES: 0, ABSENT: 0

**H. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)**

None

**I. PRESIDENT REPORT AND DIRECTORS' COMMENTS**

**Director Graves** – provided information about ECCFPD to the Board

**Vice President Leete** – provided information about the Lions High School Speech Contest to the Board

**Director Steele** – reminded the Board of the State of the Town event

**J. MANAGER'S REPORT – Discussion and Possible Action**

None

**K. GENERAL MANAGER'S REPORT – Discussion and Possible Action**

**General Manager Howard** – Reminded the Board of the State of the Town event

**L. DISTRICT LEGAL COUNSEL REPORT**

None

**M. SUB-COMMITTEE UPDATES – Discussion and Possible Action**

1. Finance – No Report

2. Communications – No Report

3. Parks and Recreation

**President Pease** – provided a report to the Board

4. Water and Wastewater  
**Director Graves** – provided a report to the Board
5. Waterways – No Report

**N. CORRESPONDENCE – Discussion and Possible Action**

1. R - SR4BPA 12-10-15 Minutes
2. R – Discovery Bay PTA Spring Gala “For the Kids” and Silent Auction

**O. PUBLIC RECORD REQUESTS RECEIVED**

1. PRA Request for 2015 employee compensation  
**General Manager Howard** – provided information on item O-1

**P. FUTURE AGENDA ITEMS**

None

**Q. ADJOURNMENT**

The meeting adjourned at 7:36 p.m. to the next regular meeting dated February 17, 2016 starting at 7:00 p.m. at the Community Center located on 1601 Discovery Bay Boulevard.

//sh – 02-08-16

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